Compucorp®

System Guide 7:
Glossary, Document
Assembly, & Dictionary

Overview

The special functions described in this guide - glossary, document assembly, and dictionary - can save you time and effort on repetitive tasks. Using the glossary and document assembly eliminates the need to retype frequently-used text and set up special formats over and over again. The OMEGA dictionary feature assists you in spelling words and proofreading documents.

Section 1 describes the glossary, in which you can save text and formats that occur often in your documents. For larger amounts of text, OMEGA provides a second special function called document assembly, the subject of Section 2. You will also learn how to include variable information in standard paragraphs. Section 3 describes the dictionary functions of the Compucorp system (not available on Level A). The correcting dictionary and the spelling dictionary can assist you in proofreading and looking up the correct spelling of words.

Sections

1. Glossary
2. Document Assembly
3. Dictionary (Not available on Level A.)

Turn to the next page to begin Section 1.

1

Uses of the glossary

The glossary conserves time and keystrokes by letting you store frequently-used words, phrases, paragraphs, and formats, such as those shown at the right. You give the frequently-used text a short name when you save it in the glossary. When you recall a glossary term, you type only its short glossary name and press the GLOSSARY key. Once you have saved a term, you can recall it into any document at any time. A glossary can contain an unlimited number of terms, and you can create additional glossaries for special groups of terms.

Applications

You can use the glossary function in many ways, including those listed below.

1. Type long or difficult technical words that are frequently used in your text.

2. Type phrases such as titles or names that appear often.

3. Recall formats so that you do not have to set them up repeatedly.

4. Create and utilize several different glossaries containing, for example, legal or medical terms.

Procedure overview

Two basic steps are involved in using the glossary.

1. First, you save the text or format in a glossary document. You can do this at any time from any document. In the illustration at the right, terms are saved from Document 1.

2. Then, you recall the saved item from the glossary whenever you wish to use it in a document. The illustration also shows glossary terms being recalled into Document 2.

2

Sample Glossary Terms

1. Semi-Automatic Control Adjustment

2. Chairman of the Board and Senior Vice President

3.

Steps for Using a Glossary

Document 1

Document 2

① ②

Glossary
Document

Using the glossary

Text and formats can be saved in a glossary and recalled at any time. Compucorp provides you with a glossary document named GLOSSARY on the OMEGA Master disk. This glossary is activated when you turn on your system.

Saving terms in the glossary

It is easy to save a term in the glossary. First, you type the term and define it as a block. In the first illustration, the term "Sincerely yours," has been defined as a block. Then you press BLOCK and GLOSSARY. The system displays a message asking you to name the glossary term, as shown in the second illustration. Type a short name for the term and complete the procedure by pressing RETURN. The term remains on the screen, and a copy is saved in the glossary with the name you have given it.

Recalling terms from the glossary

When you want to use a glossary term in a document, you type the name you gave to the term. Make sure there is a space before the name to separate it from the previous word. Leave the cursor on the space directly following the name, and press GLOSSARY. The term name disappears from the screen, and the term displays in its place.

Suggestions for naming and logging glossary terms

- **Naming terms:** Use the shortest names possible to eliminate unnecessary keystrokes. The name you give to a glossary term cannot contain spaces. You can use upper or lower case when naming terms.

- **Logging terms:** It is handy to print a copy of your glossary document for reference when typing. You can refer to this copy to verify the names you have assigned to terms. Print a new copy whenever you add terms to the glossary.

Saving a Term in the Glossary
Defining a Glossary Term


```
                                    PAGE   1  LINE   1  CHAR   11
 ) v      )       )       )       )          )       )H    R
    
 ( →Sincerely yours( ↩
```

Naming a Glossary Term


```
 Type name of glossary term: sy▮
                                    PAGE   1  LINE   1  CHAR   11
 ) v      )       )       )       )          )       )H    R
    ↱
    →Sincerely yours, ↩
```

3

Recalling a Term from the Glossary
Typing the Name of the Term


```
                          PAGE   1  LINE  13  CHAR   26
 )    L)v      )       )       )       )       )    H    P
  ↱
 July 10, 1982,
  ↱
 Mr. Ed Jones ,
 2236 North Clark Street,
 Chicago, Illinois 60614,
  ↱
 Dear Mr Jones: ,
  ↱
 Thank you for your letter.  I will forward it to the
 proper person. ,
  ↱
 (sy▮)
```

Pressing Glossary Displays the Term in Text


```
                          PAGE   1  LINE  13  CHAR   40
 )    )    L)    )    v)    )       )       )    H    P
  ↱
 July 10, 1982,
  ↱
 Mr. Ed Jones ,
 2236 North Clark Street,
 Chicago, Illinois 60614,
  ↱
 Dear Mr Jones: ,
  ↱
 Thank you for your letter.  I will forward it to the
 proper person. ,
  ↱
 Sincerely yours,▮
```

Changing the glossary

You may want to edit a glossary document by deleting terms that you no longer use. You may also want to make changes to an existing glossary term. Both procedures are easy to do.

Deleting terms

If you want to delete a glossary term, as well as its name, simply recall the glossary document to the screen. Notice that field markers ($\mathcal{E}$) separate the glossary name from the term, as shown in the first illustration. You can edit the glossary as you would any other document by using DEL LINE or DEL CHAR. Make sure to remove all four field markers with the term you are deleting, and be careful not to delete the field markers for any other terms. When you have made your revisions, update the revised glossary document with the changes you have made.

Changing existing terms

You can edit an existing glossary term by re-entering the new version of the term with the same name as the original. OMEGA uses the most recently entered version. This method is recommended over retyping the term within the glossary document. With this method you cannot delete a field marker accidentally. In the second illustration notice that the term "Nebraska Razor Company" was first saved with the name "NRC." Then, a different term was saved with that name. Both entries are saved in the glossary, but only the latest entry, "National Raisin Corporation," will be recalled with the name NRC.

Recalling the Glossary to Edit

Field Markers
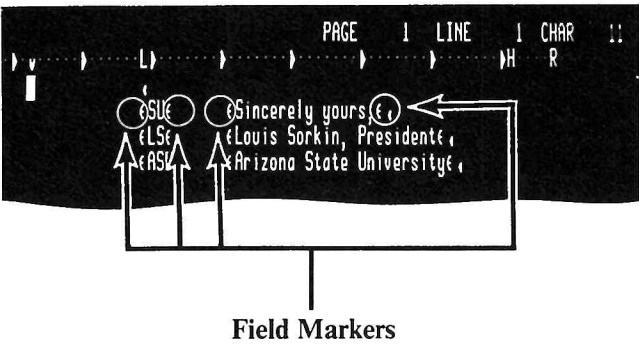
Changing an Existing Term
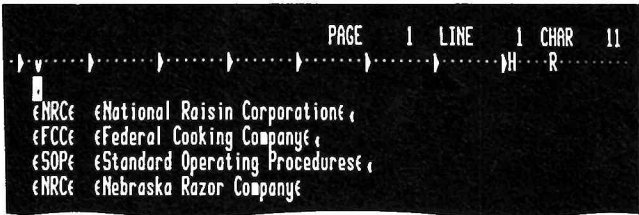
Using the glossary to save formats

Complex formats such as tab settings for columns can also be saved in the glossary. You can save time by setting them up once and recalling them whenever they are needed.

Saving formats in the glossary

The procedure for saving formats in the glossary is similar to the procedure for saving text. Instead of saving text, you save format markers which contain format instructions. First, set up the format on a blank screen or recall a document that contains the format you wish to save. Then enter Trace Mode to display the format markers. Define the format markers containing the settings you wish to save as a block, as shown at the right. You then save the markers in the glossary in the same way you save a word or phrase, by pressing BLOCK and GLOSSARY.

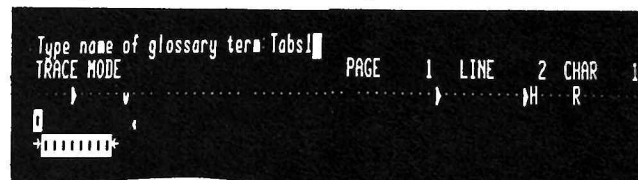NOTE: Do not save a Document Status format marker in the glossary.

Recalling formats from the glossary

When you reach the point in a document where a saved format is required, simply type the name given to the format. Remember to leave a space before the term name. Then press GLOSSARY, just as you would to recall any other term. The recalled format then displays on the margin scale, and the format markers are visible in Trace Mode.
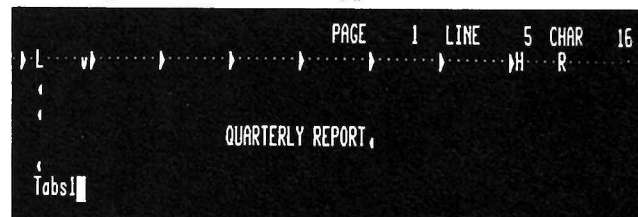
Editing formats

You can recall the glossary document and delete any unwanted formats. The recommended way to change a format saved in the glossary is to enter a new format using the same name as the one you wish to change.

Saving Formats in the Glossary

Recalling a Format - First Type the Name

Recalled Format in Effect

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Creating and using additional glossaries

You may find it convenient to create additional glossary documents. This can be helpful for filing purposes. Each glossary can be used to save related terms such as legal terms, formats, medical terms, and so on. When you have more than one glossary, you must select the one you wish to use.
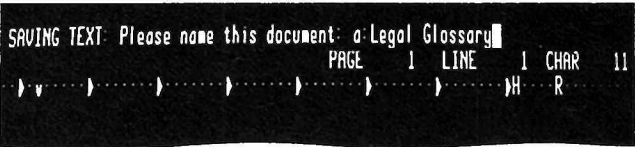
Creating a new glossary

To create a new glossary, you begin by displaying a clear screen. You then save this "empty document" with an appropriate name, such as "Legal Glossary," as shown in the top illustration at the right.

Selecting a new glossary

When you turn your system on, the glossary document on the OMEGA Master disk, GLOSSARY, is automatically selected as the active glossary. This means that GLOSSARY is the document on which terms are saved and from which terms are recalled. Whenever you wish to select another document as the active glossary, you first display the Index containing that glossary document. Simply position the cursor on the document name and press GLOSSARY. OMEGA uses that glossary until you change your selection or turn the system off.

Go to the next page and complete the disk instruction for this section.

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Creating a New Glossary

SAVING TEXT: Please name this document: a Legal Glossary▓
PAGE 1 LINE 1 CHAR 11

Selecting a New Glossary

Index for OMEGA	29 FREE PAGES		TIME 06:48:18		
DOCUMENT NAME		AUT	CREATED	REVISED	PAGES
GLOSSARY			00/00/00	03/01/82 10:51	1
B-SELECTRIC			08/20/81	08/20/81 10:31	2
B-CUBIC96-SEL			08/20/81	08/20/81 10:31	2
B-CUBIC96-ASC			08/20/81	08/20/81 10:31	2
B-WPS-ASC			08/20/81	08/20/81 10:32	2
B-WPS-SEL			08/20/81	08/20/81 10:32	2
D-WPS-ASC			08/20/81	08/20/81 10:33	2
D-WPS-SEL			08/20/81	08/20/81 10:33	2
B-WP-ASC			08/20/81	01/02/82 05:24P	2
B-WP-SEL			08/20/81	08/20/81 10:34	2
D-WP-SEL			08/20/81	08/20/81 10:34	2
C-BOLDPS-ASC			08/20/81	08/20/81 10:34	2
Legal Glossary			04/08/82	00/00/00 00:00	1

Disk Instruction

The disk instructions for Section 1, Glossary, are given to you in print, not on the screen. This is necessary because the examples require you to display the Index and a saved document. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.

- Fill in the date and time.

- When the margin scale appears, insert your Training disk into Drive B.

In the following examples you will view the glossary document on your Master disk. Then you will save some text and a format as glossary terms. You will also recall the terms and edit them.

1. **Saving text as a glossary term:** With OMEGA's glossary feature, you can save text that you frequently use and recall that text easily. You can save words, phrases, or blocks of text as glossary terms.

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   A. **EXAMPLE - Viewing the glossary document**

   OMEGA provides you with a glossary document named GLOSSARY on the OMEGA Master disk. This glossary is activated when you turn on your system. In this example, you will recall the glossary document and view its contents.

   1. Display the Index of your Master disk by pressing COMMAND INDEX and typing a. Press RETURN.

   2. Position the cursor on the document named GLOSSARY and press RECALL.

   3. Note the "field markers" surrounding the short glossary term name and the glossary term.

   4. Clear the screen (CTRL) CLEAR.

   B. **EXAMPLE - Saving a glossary term**

   In this example you will save the term "nuclear magnetic resonance" in the glossary under the name "nmr."

   1. On a clear screen, type the term you wish to enter in the glossary—nuclear magnetic resonance.

   2. Define the term as a block.

      Review: Position the cursor on the first letter of the glossary term. Press BLOCK and then type the letter b. Position the cursor on the character position following the end of the term. Press BLOCK and then type the letter e.

CONTINUE EXAMPLE ON NEXT PAGE

Disk Instruction (Cont.)

3. Enter the term in the glossary by pressing BLOCK and then GLOSSARY.

4. OMEGA asks you to name the glossary term. Type a name for the glossary term—nmr.

   You should use the shortest names possible when naming glossary terms. The name that you give a glossary term cannot contain spaces.

5. To complete the procedure, press RETURN. The glossary term remains on the screen and is also saved in the glossary.

C. EXAMPLE - Recalling a glossary term

In this example, you will recall the term you saved in the previous example to create the paragraph below.

1. The term "nuclear magnetic resonance" should still be on the screen. Clear the screen now (CTRL) CLEAR.

2. On a clear screen, type the following Sample Text up to the space where the first character of the glossary term is to appear—one space after the comma following tool.

3. Do not type "nuclear magnetic resonance." Instead, type the glossary term name—nmr.

4. With the cursor on the space following nmr, press GLOSSARY. In a few moments OMEGA automatically displays the entire term in place of its short glossary name.

5. Finish typing the paragraph. Recall the glossary term as necessary by typing the glossary term name—nmr—and pressing GLOSSARY.

Sample Text

```
Another new diagnostic brain tool, nuclear magnetic resonance,
has for decades been one of the chemists' chief methods for
analyzing the composition of unknown substances.  To study the
body's hydrogen density, nuclear magnetic resonance uses
hydrogen atoms in a magnetic field.  Until the early 1970's
nuclear magnetic resonance instruments could measure objects no
longer than a quarter of an inch.
```

6. Clear the screen (CTRL) CLEAR.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

2. **Editing a glossary term:** You can edit glossary terms after you have saved them in the glossary. The easiest way to change a glossary term is to save the edited version under the same name as the original. You can also delete terms from the glossary.

A. EXAMPLE - Changing a glossary term

In this example you will change the glossary term you saved in the previous example. You will change "nuclear magnetic resonance" to Nuclear Magnetic Resonance.

1. Type the edited version of the glossary term—Nuclear Magnetic Resonance—on a clear screen.

2. Define the term as a block.

3. Enter the term in the glossary by pressing BLOCK, then GLOSSARY.

4. OMEGA displays a message asking you to name the term. Type nmr.

5. Press RETURN to complete the procedure.

6. Clear the screen (CTRL) CLEAR.

7. Now recall the glossary term to the screen. Type the glossary term name—nmr. Position your cursor on the space following the name and press GLOSSARY. Note that the revised version of the glossary term appears.

8. Clear the screen (CTRL) CLEAR.

B. EXAMPLE - Deleting a glossary term

In this example you will delete the glossary term you saved in the previous examples.

1. Display the Index of your Master disk—COMMAND INDEX a RETURN.

2. Recall the GLOSSARY document. Note that the last term you sent to the glossary is listed first. OMEGA adds all new glossary terms to the top of the glossary document.

3. Delete both versions of the glossary term you saved in the glossary—nuclear magnetic resonance and Nuclear Magnetic Resonance. Both are listed with the name nmr.

   To delete a glossary term, delete the term, its name, and the four field markers. Be very careful to only delete the field markers for the terms you are removing.

4. Save the glossary and type y to update the glossary with the edits you have made.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

3. **Saving formats as glossary terms:** You can also save formats as glossary terms. If you type charts or reports repetitively which use the same format, you can save the format instructions and recall them to any document. Instead of saving text you save the format markers which contain the format instructions.

A. Example - Saving a format in the glossary

In this example, you will set new tab settings and save this format in the glossary.

1. On a clear screen, display the tab ruler and clear all the tab stops. Set new tab stops on character positions 15, 25, 35, 45, 55, and 65.

   Review: COMMAND TAB. (CTRL) CLEAR. Cursor on 15, TAB. Cursor on 25, TAB. Etc. RETURN to remove tab ruler from the screen.

2. Move the cursor to the left margin—HOME HOME LEFT.

3. Turn on Trace Mode to display the format markers. (CTRL) TRACE.

4. Define all of the format markers containing tab instructions as a block.

   Position the cursor on the first format marker which reads "CLEAR tab" and press BLOCK b. Then position the cursor on the character following the last format marker which reads "Set Tab: 65" and press BLOCK e.

5. Press BLOCK, then press GLOSSARY.

6. Name the glossary term—Tabs1. RETURN.

7. Clear the screen (CTRL) CLEAR.

B. EXAMPLE - Recalling a format from the glossary

In this example you will recall the format saved in the previous example to type the Sample Text below.

1. Recall the format saved in the glossary. Type the glossary term name—Tabs1.

2. Press GLOSSARY.

3. Press RETURN and type the Sample Text. Note that your tabs are all set and ready to use.

Sample Text

Mon	Tues	Wed	Thurs	Fri	Wkend

4. Clear the screen (CTRL) CLEAR.

Turn to the next page and complete the Cumulative Example for this section.

7.1 Cumulative Example

In this example, you will practice saving and recalling glossary terms. You will save text and a format, and recall them to the screen to produce a document. If you need assistance when completing this example, refer to your Instructional Guide.

1. Type the Sample Text below and save it as a glossary term. Name it—closing.

Sample Text

```
Sincerely yours,

  (RETURN 4 times)


John M. Smith, President
```

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2. Clear the screen.

3. Recall the document named Meetings Schedule on your Training disk. Display the format markers for the tab settings and save the tab format markers in the glossary. Name them format2.

4. Clear the screen.

5. Type the Sample Text below, recalling the glossary terms as necessary.

Sample Text

```
February 25, 1982

Dear Mr. Jones:

Thank you for your letter of February 15.  I have marked the
following dates, times, and locations on my calendar for our
meetings.

(format)
        March 3            10:00 AM         23 Main St.
        March 10           1:00 PM          100 Fifth Ave.
        March 17           9:00 AM          23 Main St.

Please let me know if you will be able to attend.

(Closing)
```

6. Save the document. Name it your name, 7.1 Cum Ex.

You have now completed Section 1. Turn to the next page to begin Section 2.

Document assembly

The document assembly feature, like the glossary, can save you time by eliminating the need to retype repetitive text. With document assembly you can save standardized sections of text separately and assemble them to create many different documents. In this way, you can use the same text any number of times without retyping it. You can save standard paragraphs for use in contracts, legal documents, or form letters, for example. In the first illustration, two standard paragraphs were assembled to create a will. You can also create paragraphs with "prompts" if you wish to personalize text by inserting variables such as names or dates when the text is recalled to the screen. The prompts tell you where to insert the variable information in the paragraph and what kind of information this should be. In the second illustration, two acknowledgements of an order are assembled from a standard paragraph with prompts. The prompts ask for the date, a location, and a customer name.

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Assembling Standard Paragraphs

Assembling Personalized Standard Paragraphs

Assembling standard paragraphs

Standard "paragraphs" can be one line of text, several lines of text, one paragraph, or several paragraphs. In other words, you can save any sequence of material that always remains together as a standard "paragraph." These paragraphs are saved on a disk and reassembled whenever you need them.

Paragraph saving procedure

The first step in saving a standard paragraph is deciding what text you should include. When you have done so, type the paragraph on a blank screen. You then save the text, giving it a name that does not contain spaces, punctuation, or more than 11 characters. It will be listed on the Index automatically. Repeat this procedure for all the paragraphs you wish to save. In the second illustration, Para1, Para2, and Para3 have been saved as standard paragraphs.

You can also save a paragraph by recalling a document which contains that text. Use the BLOCK SAVE procedure to save the paragraph, keeping in mind that the name you give to the block cannot contain spaces, punctuation, or more than 11 characters.

Saving a Standard Paragraph
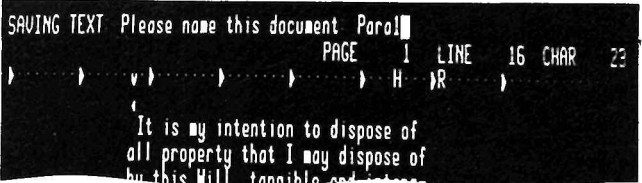
Saved Paragraphs Listed on the Index

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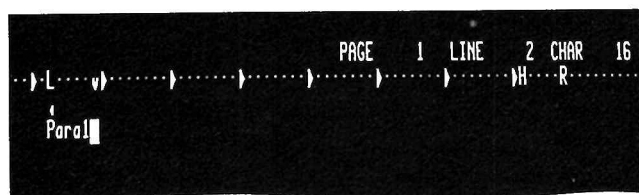
Assembling a document

The first step in document assembly is to make any required changes in the format. This is necessary because each standard paragraph you call to the screen takes on the current screen format instead of the format with which it was saved. You can type any introductory text, or simply display a clear screen to begin. To recall the first paragraph, type its name and then press RECALL. Include a space before the name to separate it from the preceding word, and leave the cursor in the space directly after the name. Repeat this procedure for each standard paragraph to be included. When your document is completely assembled, save the text.
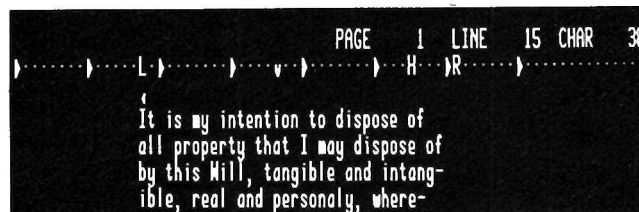
Considerations

Because the format of a standard paragraph can change when you use it in document assembly, OMEGA may ask you to hyphenate words when you recall text to the screen. Instead of hyphenating words manually when you assemble documents, you may wish to insert "soft hyphens" in your standard paragraphs when you type them. A soft hyphen is created by holding CTRL and pressing (-), a special function key. A soft hyphen is always visible in Trace Mode, but displays in normal editing mode only when a word requires hyphenation during formatting. When you insert soft hyphens in appropriate places in longer words, these words hyphenate automatically when formatted or when the text is used in document assembly.

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Assembling a Document - Type the Paragraph Name

After Pressing RECALL

Assembling personalized paragraphs

Documents may also be assembled from standard paragraphs with variable information, such as dates, names, or places, within the text. At each appropriate location in a standard paragraph, you can instruct OMEGA to stop and display a message telling you what sort of information to enter. These reminder messages are called "prompts." When you bring this paragraph to the screen during document assembly, the prompt asks you for the appropriate variable information. The procedure for saving and assembling text with prompts is similar to creating regular standard paragraphs. The major difference is that you insert "merge markers" where the variable information is to be entered in the text.

Creating personalized paragraphs

To create a paragraph with prompts, you begin by typing text as you would for a regular standard paragraph. Then you do these tasks.

1. When you reach the point where a variable will be entered, you indicate this by holding (CTRL) and pressing MERGE. The system then displays the message shown in the first illustration at the right. You type a description of the kind of information that should be entered, for example, "Enter the date," and press RETURN.

2. Another message then displays, pictured in the second illustration. Type a 0 (zero) to instruct OMEGA that the variable information will be entered from the keyboard, and then press RETURN. (You will learn about records lists and field numbers in System Guide 11.)

3. When you have entered this information, OMEGA inserts a "merge marker" in the text. A merge marker looks like an upside down Y, as shown in the third illustration. This merge marker alerts OMEGA that there will be information typed in from the keyboard during assembly. Continue typing the paragraph, inserting merge markers at every point where variable information should appear. When you have finished typing the paragraph, save it as you would a regular standard paragraph.

4. When the system is in Trace Mode, the merge marker appears as a format marker. You can position the cursor on any merge marker to read the message it contains. This message is the descriptive information you typed. It displays in the message area at the top of the screen. The fourth illustration shows a merge marker message.

1. Entering a Message for the Typist

2. Indicating a Keyboard Entry

3. Merge Marker Displayed in Text

4. Reading the Merge Marker Message

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Assembling personalized paragraphs

The first step in assembling paragraphs with prompts is the same as the procedure for assembling regular standard paragraphs. Type the name of the paragraph and press RECALL. The text displays on the screen up to the point of the first merge marker. OMEGA then displays the message you typed, as shown in the illustration at the right. Type the requested text and then press the RED key (cancel) to indicate that you have finished entering the variable information. The paragraph then continues to display on the screen up to the next merge marker or the end of the text.

Assembling a Personalized Paragraph

Enter the date

PAGE   1   LINE   3   CHAR   11

Thank you for your order. It is a pleasure to do business with you. We will be shipping the items you requested in the next few days. You should receive your items no later tha
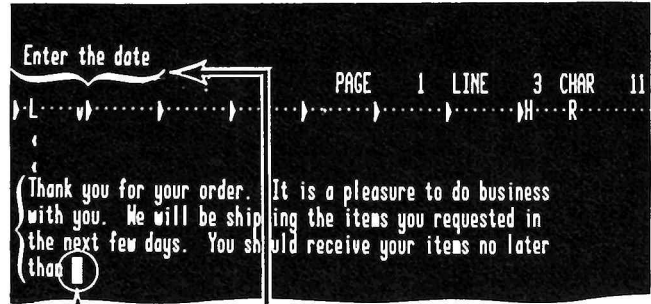
Your message

Text displays to that point
Type required text

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Identifying standard text

Creating standard paragraphs and organizing them for efficient use takes time initially. But the time you can save in the future makes it worth the effort. An examination of your office files may reveal more repetitive material than you suspect. Saving standard paragraphs and grouping them for easy assembly can simplify your work.

Filing recommendations

- Save all standard paragraphs together on one disk. Or, if you have a large selection of material, group different subjects on separate disks. For example, Disk1 might contain standard text for letters and memos, Disk 2 might contain sales agreements, and so on.

- The names of standard paragraphs should be related to their use, for example, Contract1 or Closing2. Remember that the names cannot exceed 11 characters or contain spaces or punctuation.

- Print a copy of each standard paragraph saved and label each with its name. You may also wish to print copies of the Index so you will know where these paragraphs are saved.

- File the copies together by subject matter. For instance, all the standard sections for Monthly Reports should be filed together. Using these copies, you can decide which paragraphs are needed to produce a document and in what order they should be assembled.

Go to the next page and complete the disk instruction for this section.

Sample Index

Index for PARAGRAPHS 314 FREE PAGES				
DOCUMENT NAME	AUT	CREATED	REVISED	PAGES
IntroA		03/02/82	00/00/00 00:00	1
IntroB		03/02/82	00/00/00 00:00	1
BenefA		03/02/82	00/00/00 00:00	1
BenefB		03/02/82	00/00/00 00:00	1
CloseA		03/02/82	00/00/00 00:00	1
CloseB		03/02/82	00/00/00 00:00	1

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Disk Instruction

The disk instructions for Section 2, Document Assembly, are given to you in print, not on the screen. This is necessary because the examples require you to display a clear screen and a saved document. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

- Turn on the system, if necessary, and insert the Master disk into Drive A.
- Fill in the date and time.
- When the margin scale appears, insert your Training disk into Drive B.

In the following examples, you will create standard paragraphs, save them, and assemble them into a document. You will also save personalized standard paragraphs and assemble them into a document.

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1. **Saving standard paragraphs:** You can save standardized sections of text separately and assemble them to create many different documents. Standard "paragraphs" can be one line of text, several lines of text, one paragraph, several paragraphs, or more.

    A. EXAMPLE - Save a standard paragraph

    In this example you will create a standard paragraph and save it.

    1. On a clear screen, type the Sample Text below. It does not matter what margins you use.

Sample Text

```
SAMPLE TEXT:

Thank you for your application for a Big Spender credit card.

Enclosed is a free copy of our exclusive catalog, "Exquisite
Gifts." You will find order slips throughout the catalog.
```

    2. Now save the paragraph just as if it were a document except for how you name it. To save this text as a standard paragraph which will be recalled and assembled into different documents, you must give it a name with no more than 11 characters, no spaces, and no punctuation marks.

    Press SAVE. Name the paragraph AppCatalog. A clear screen then appears.

    3. Type the following Sample Text and save it as a standard paragraph also.

Sample Text

```
You indicated on your application that Photography is one of
your hobbies. The return postal card enclosed lists our many
photographic equipment catalogs. Please check the catalogs you
wish to receive and return the postal card.
```

    Press SAVE. Name the paragraph AppPhoto.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

B. EXAMPLE - Recalling paragraphs to assemble a document

In this example you will recall the two paragraphs you saved in the previous example to assemble a document.

1. The first step in assembling a document is to set the document format on the screen. Assemble this document with margins of 10 and 60. Set these margins on your clear screen now.

2. To recall the first paragraph to be assembled, position the cursor where you want the first line of the document to appear—line 2, character 10.

3. Type its name—AppCatalog. Then press RECALL.

   The paragraph appears on the screen in the screen format.

4. To recall the next paragraph to be assembled, type its name and press RECALL.

   Position the cursor where you want the first line of the document to appear —line 7, character 10 and type AppPhoto. Then press RECALL.

5. Clear the screen.

CONTINUE TO THE NEXT EXAMPLE

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Disk Instruction (Cont.)

2. Saving standard paragraphs with soft hyphens: In the previous example OMEGA asked you to hyphenate text as it assembled it into the new document's format. Instead of hyphenating words manually when you assemble documents, you can insert "soft hyphens" when you type the paragraphs.

A. Example - Saving paragraphs with soft hyphens

In this example you will save the following paragraphs as standard paragraphs. As you type the text you will insert soft hyphens in the appropriate places in the longer words.

1. On a clear screen begin typing the Sample Text below.

2. To type a soft hyphen in "application," type appli, hold (CTRL), and press the special function key which has a hyphen in parentheses drawn on it. A hyphen will not appear on the screen. Type the rest of the word.

3. Repeat the procedure in the longer words in the paragraphs such as: inform, rejected, following, etc.

4. Save each paragraph separately with the name given below.

Sample Text

```
Paragraph Name:  AppRej

We are sorry to inform you that your application for a Big
Spender credit card has been rejected.

We are required by law to inform you as to why your credit
line was not accepted.  Your application was not approved
for the following reason:

Paragraph Name:  RejA

Insufficient length of time working for present employer.
Required minimum is six months of employment with present
employer.
```

CONTINUE TO THE NEXT EXAMPLE

20

Disk Instruction (Cont.)

B. Example - Assembling paragraphs with soft hyphens

In this example you will recall and assemble the two paragraphs you saved in the previous example with margins of 10 and 60 and note the effect of the soft hyphens.

1. Set the margins on a clear screen.

2. Type the first paragraph name and press RECALL. AppRej RECALL.

3. Position the cursor where the next paragraph is to appear on the page.

4. Type the paragraph name and press RECALL. RejA RECALL.

Note that in both paragraphs OMEGA automatically hyphenated words where you inserted soft hyphens.

5. Clear the screen.

CONTINUE TO THE NEXT EXAMPLE

3. Personalized standard paragraphs: You can also personalize standard paragraphs by inserting variable information such as names, dates, or places within the text.

A. EXAMPLE - Sample personalized paragraph

In this example you will recall a personalized standard paragraph and note how it differs from a standard paragraph without prompts.

1. Display the Index of your Training disk and recall the document named willbegin.

2. It is the first paragraph of a will. Note the "upside-down Y" which appears at the location where variable information is to be inserted. This "upside-down Y" is a merge marker which instructs OMEGA to give you a message when it assembles the paragraph.

3. To display the merge marker message without assembling the paragraph, turn on Trace Mode. Notice that the merge markers now display as format markers.

4. Use (CTRL) FIND to position the cursor on the first merge marker. Its message "MERGE BLOCK FIELD 0 - FULL NAME" displays in the message area. Use (CTRL) FIND to move to each merge marker and display the prompt message.

5. Turn Trace Mode off and print the paragraph from the screen. You will use this printed copy to complete the next example.

6. Clear the screen.

CONTINUE TO THE NEXT EXAMPLE

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Disk Instruction (Cont.)

B. EXAMPLE - Creating a standard paragraph with prompts

In this example you will create the same standard paragraph with prompts you viewed in the previous example. You will need the printed copy of the paragraph to type the text.

1. Type the standard paragraph up to the first location of variable information. Type LAST WILL AND TESTAMENT/I, and press the SPACE BAR once.

2. To insert a prompt for the person's full name, hold (CTRL) and press MERGE. OMEGA displays "Type a message for the typist": in the message area, type FULL NAME and then press RETURN.

3. The message "For records-list, type the field number; for keyboard entry type 0": displays in the message area. To instruct OMEGA that the variable information will be entered from the keyboard, type "0" and then press RETURN for keyboard entry. Notice that the merge marker now displays at the location of the variable information.

4. Type a comma, press the SPACE BAR once, and continue typing the standard paragraph until you reach the next location for variable information—one space after "County of."

5. Insert a prompt for the county name.

   - (CTRL) MERGE.
   - Type the prompt message—COUNTY NAME—and press RETURN.
   - Type 0 for keyboard entry and press RETURN.

6. Type a comma and press SPACE BAR once. Continue typing the standard paragraph until you reach the next location for variable information—"State of."

7. Insert a prompt for the state name.

   - CTRL) MERGE.
   - Type the prompt message—STATE NAME—and press RETURN.
   - Type 0 for keyboard entry and press RETURN.

8. Type a comma, press the SPACE BAR, and continue typing the remainder of the standard paragraph.

9. Save the standard paragraph and name it NAMEWILL. Remember to include no more than 11 characters and no spaces in the paragraph name.

CONTINUE TO THE NEXT EXAMPLE

Disk Instruction (Cont.)

C. EXAMPLE - Assembling standard paragraphs with prompts

In this example you will recall and assemble the standard paragraph with prompts that you created in the previous example.

1. Set the margins for the assembled document on the screen—10 and 60.

2. To assemble the first paragraph, position the cursor on the line where the paragraph is to begin, type the name of the standard paragraph—NAMEWILL—and press RECALL.

3. OMEGA now assembles the paragraph up to the location of the first variable. Note that "I," displays on the screen and the prompt message "FULL NAME" displays in the message area. Type the variable information which is your full name.

4. To indicate the end of the variable information, press the RED key. OMEGA continues assembling the paragraph up to the location of the next variable.

5. Note that "residing in the County of" has been added to the screen and the prompt message "COUNTY NAME" displays in the message area. Type your county name.

6. Press the RED key to indicate the end of the variable information and continue assembling.

7. When the prompt message "STATE NAME" displays, insert your state name. Press the RED key to indicate the end of the variable information and continue assembling.

8. Save the document. Name it YOURWILL.

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You have now completed Section 2 of this system guide.

Level A Users: You have now completed System Guide 7. To begin the next module, locate System Guide 8.

Level B Users: Turn to the next page to begin Section 3.

Correcting and spelling dictionaries

(Not available on Level A or on Model 655)

A high quality document is free of spelling and typographical errors. But producing perfect copy is a challenge to the best of typists and proofreaders. OMEGA makes it easy to produce error-free documents with two built-in dictionaries. The first is a correcting dictionary that you can use to look up the spelling of words and make corrections. The second is a spelling dictionary that checks your documents for errors.

Applications

- **The correcting dictionary:** This dictionary is used when you want to look up or correct a word. It can also be used when the spelling dictionary locates an error or while you are typing new text.

- **The spelling dictionary:** This dictionary quickly scans your entire document for misspelled words—a task you normally performed by proofreading your typed text. The scan stops when it reaches an unrecognized word.

At this point, you can then use the correcting dictionary to look up and correct the word, add the word to the spelling dictionary, correct the word manually, or resume the scan without changing the word.

NOTE: Words can be added to or deleted from either dictionary. You can therefore customize your dictionaries to include any technical or special words that are unique to your business or department.

Looking Up the Spelling of a Word

Proofreading the Text


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The correcting dictionary

The correcting dictionary contains thousands of commonly misspelled words. You can use it just as you would use a regular dictionary—as you type, while you proofread a document, or even from a blank screen. It searches for the correct spelling of a partially-typed word or an incorrectly spelled word. You can also scroll through the correcting dictionary to search for the spelling of specified words.

Using the correcting dictionary

While you are typing, you may need to look up the spelling of a word. OMEGA makes this easy with the correcting dictionary. First, you type as much of the word as you know. Then, access the correcting dictionary by pressing COMMAND, holding (CTRL), and pressing SPELL. You will see the following messages which are shown in the first illustration.

1. On the top line of the message area, the word "LOOKUP" displays to tell you that the correcting dictionary is active.

2. Also on the top line is a list of options for using the correcting dictionary.

3. At the end of this list, the word "Lookup" appears again, followed by the letters or word that the dictionary is looking for.

4. On the second line of the message area, the correcting dictionary displays the three words in its memory closest to the letters you typed.

The Correcting Dictionary

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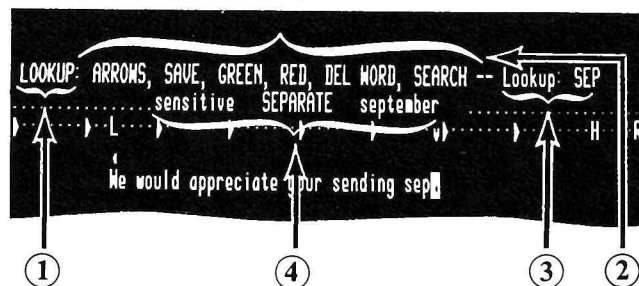
You now have four main options:

- **GREEN key:** You can correct the spelling of the word in question by using the GREEN key. This key takes the middle word (displayed in all capital letters) at the top of the screen and inserts it into the text at the cursor location. The word "separate" was inserted in the first illustration at the right. When you use the GREEN key, the system automatically exits the correcting dictionary and returns to normal editing mode.

- **ARROW/SEARCH:** You can hunt through the dictionary if the word you are looking for is not displayed. With RIGHT ARROW and LEFT ARROW, you can scroll through the dictionary one word at a time. The second illustration shows the result of pressing RIGHT ARROW once. Or, you can move more rapidly through the dictionary by holding (CTRL) and pressing SEARCH. When you do this, the top line of the message area displays the message "What are you looking for?" You then type new letters for the dictionary to locate and press RETURN. This is shown in the third illustration.

- **RED key:** You can exit the correcting dictionary by using the RED key (cancel).

- **SAVE/DEL WORD:** You can edit the correcting dictionary, adding or deleting words to tailor the dictionary to your particular needs. The next page covers the topic of editing the correcting dictionary in more detail.

GREEN Key - Inserts Capitalized Word in Text

```
                        PAGE   1  LINE   2  CHAR   61
▶   ▶·L·▶  ▶    ▶   ▶    ▶   ▶·v·▶  ▶       H  R
 ◁
  We would appreciate your sending separate█
```

ARROW - Moves Through the Dictionary One Word at a Time

```
LOOKUP: ARROWS, SAVE, GREEN, RED, DEL WORD, SEARCH -- Lookup: SEP
              separate  SEPTEMBER  sergeant
▶···▶·L·▶····▶····▶     ▶    ▶·v▶   ▶    H  R
 ◁
   We would appreciate your sending sep█
```

SEARCH - Searches Rapidly Through the Dictionary

```
What are you looking for? sev█
·············separate  SEPTEMBER  sergeant ···········
▶···▶·L·▶····▶····▶     ▶    ▶·v▶   ▶    H  R
 ◁
   We would appreciate your sending sep▪
```

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Correcting dictionary management

You may find that some of the words contained in the correcting dictionary are unnecessary for your office needs, while others that you frequently need to look up are not included. OMEGA allows you to add and delete words to build a correcting dictionary that works specifically for you. You can add any special terms that pertain to your office, or any words that you find difficult to spell. The number of words that the correcting dictionary can contain is limited only by the space available on the OMEGA Master disk.

Adding a word to the correcting dictionary

Adding a word is a simple procedure. You access the correcting dictionary and then press SAVE. A message displays asking you to "Enter the word to be saved." You then type in the word that you wish to add, making sure that you spell it correctly, and press RETURN. When you add a word to the correcting dictionary, it is saved in the proper position alphabetically regardless of the words displayed when you added the word. In the top illustration, the name Peterson is being added to the correcting dictionary.

Deleting a word from the correcting dictionary

Deleting a word from the correcting dictionary is as easy as adding one. First, access the correcting dictionary and then press DEL WORD. The message shown in the second illustration displays in the message area. Type the word to be deleted—in this case Peterson—and press RETURN.

Adding many words

Words may also be added to the correcting dictionary in a group rather than one at a time. This can be useful if you wish to add a group of technical terms or clients' names, for example. In the third illustration several word processing terms are being added to the correcting dictionary.

To add a group of words to the correcting dictionary, type a list of the words you want to add on a clear screen. Move the cursor to the top of this list, and then access the correcting dictionary. You then press COMMAND and SAVE. The system adds all the words from the cursor position to the end of the list.

Adding a word

```
Enter the word to be saved: Peterson
.......................................AARDVARK   abandon .........
        ) v     )      )        )        )        )        )H    R
        (
```

Deleting a word

```
Enter the word to be deleted: Peterson
.......................................AARDVARK   abandon .........
        ) v     )      )        )        )        )        )H    R
        (
```

Adding many words

```
COMMAND-
.......................................AARDVARK   abandon .........
        ) v     )      )        )        )        )     )H    R
        
        microprocessor(
        keystroke(
        diskette(
        multihit(
        paginate
```

The spelling dictionary

After you have typed a document, you can use the spelling dictionary to check for spelling errors. The spelling dictionary actually searches the text, and stops at each unrecognized word—a misspelled word or a word not included in the dictionary. Like the correcting dictionary, the spelling dictionary contains space for you to add thousands of words and customize the dictionary for your own office needs.
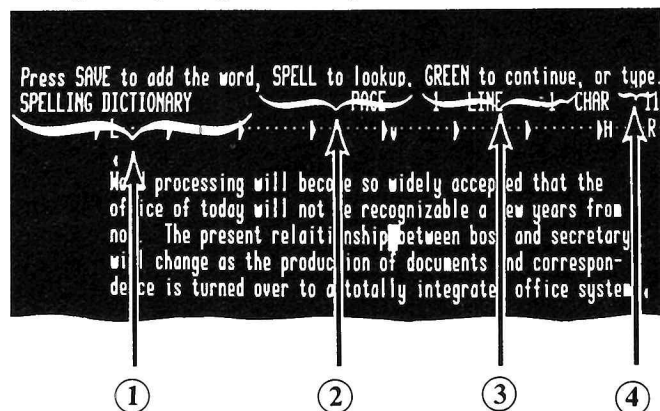
Using the spelling dictionary

When you have typed a document, the spelling dictionary can help you proofread your text for errors. First, indicate where you want the spelling check to begin by moving the cursor to that point. Then access the spelling dictionary by holding (CTRL) and pressing SPELL. The cursor moves through the text until it comes to an unrecognized word. It then stops and beeps to alert you to check the spelling of that word. OMEGA now offers you four options. These are listed in the message area, as shown at the right.

1. **SAVE:** If the cursor has stopped because a word is not in the spelling dictionary, you can add that word by pressing SAVE. Make sure the word is correctly spelled before adding it to the spelling dictionary. The spelling check continues automatically after you save a word.

2. **SPELL:** If you are uncertain of the proper spelling of the word, you can look it up in the correcting dictionary by holding (CTRL) and pressing SPELL. Once you have accessed the correcting dictionary, you may select from the options previously outlined. If you use the GREEN key to correct the word, the spelling dictionary then resumes its scan automatically.

3. **GREEN key:** If the cursor has stopped on a name or technical word that is infrequently used and properly spelled, you can simply continue the scan by pressing the GREEN key.

4. **Type:** If the error is typographical, you can edit the spelling of the word, then use (CTRL) SPELL to continue the scan.

The spelling dictionary continues its scan until it reaches an unrecognized word or the end of the document. You can use the RED key (cancel) to exit the spelling dictionary at any time.

Using the Spelling Dictionary

System Guide 7:
Glossary, Document Assembly, & Dictionary

Spelling dictionary management

Like the correcting dictionary, the spelling dictionary can be edited to suit your particular needs. You can add the names of clients or any other terms that frequently appear in your text. You can also delete words from the spelling dictionary. This may be necessary if you accidently add a word that is misspelled or if the dictionary is reaching its maximum size. You can also check the number of words in the spelling dictionary and the percentage of space remaining by asking OMEGA for a dictionary report.

Adding words to the spelling dictionary

You can add a single word to the spelling dictionary by pressing SAVE when the scan stops on a word you want to add. You can also add a group of words. Just type the words that you wish to add on a clear screen. Then move the cursor to the top of the list, press COMMAND, and type AW (Add Words). The system automatically adds all the words that are not already contained in the spelling dictionary. In the first illustration at the right, a group of word processing terms is being added to the spelling dictionary.

Adding Words
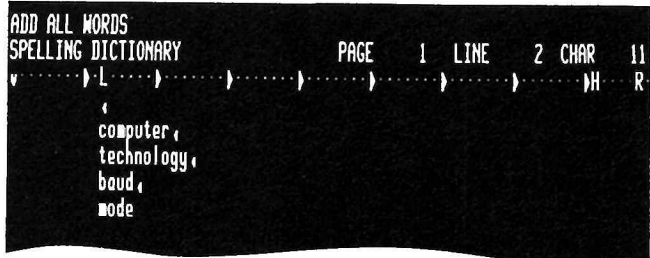
Deleting words from the spelling dictionary

You can easily delete a word from the spelling dictionary. First, type the word or words that you would like to delete on a clear screen. Then, press COMMAND and type DW (Delete Words) to put OMEGA in the Spelling Dictionary Delete Mode. The message shown at the right then displays in the message area at the top of the screen. Position the cursor on the first word to be deleted and then press DEL WORD. Repeat for any additional words, and press the RED key (cancel) when you have finished.

Requesting a dictionary report

You can ask OMEGA for a dictionary report at any time. This report tells you the number of words in the spelling dictionary and the percentage of space remaining in the dictionary. When you press COMMAND and type DR (Dictionary Report), OMEGA counts the words in the dictionary and displays the count at the top of the screen. When the count is complete, the percentage of space remaining in the dictionary also displays in the message area, as illustrated at the right. It takes several minutes for OMEGA to count the thousands of words in the dictionary. If for any reason you wish to cancel the report in progress, just use the RED key (cancel).

Deleting a Word


```
DELETE MODE - Put cursor on word & press DEL WORD.
SPELLING DICTIONARY              PAGE   1  LINE   2 CHAR  11
·······▶·▼·····▶·······▶·······▶······▶······▶·····▶H···R··
          ◄
         ▐onjunctivitis◄
```

Dictionary Report


```
35429 words, 59.05% full. Press RETURN to continue.▐
SPELLING DICTIONARY              PAGE   1  LINE   1 CHAR  11
·······▶·▼·····▶·······▶·······▶······▶······▶·····▶H···R··
```

Comparison of the Two Dictionaries

The chart below gives a quick review of the two Dictionaries.

Review	Correcting Dictionary	Spelling Dictionary
Use	To "lookup" or correct a word	To scan or proofread for misspelled words
Access	From the screen: COMMAND (CTRL) SPELL	(CTRL) SPELL
	From the spelling dictionary: (CTRL) SPELL	
Correct Words	GREEN key (automatically corrects)	Manually type the correction
Save/Delete One Word	Press SAVE/DEL WORD key and type word	SAVE (automatic)
Add a group of words	Type words. Access correcting dictionary COMMAND SAVE	Type words COMMAND AW
Delete a group of words		Type words COMMAND DW
Look through Dictionary	ARROW/SEARCH	
Continue Scanning		GREEN key if system Scanning stops during scan. (CTRL) SPELL if you type a word

Now complete Disk Instruction 7.3 Dictionary. To do this:

● **Turn on the system, if necessary, and insert the Master disk into Drive A.**

● **Fill in the date and time.**

● **When the margin scale appears, insert your Training disk into Drive B and display the Index.**

● **Recall document 7.3 Dictionary.**

7.3 Cumulative Example

In this example you will practice the following procedures: using the correcting dictionary and using the spelling dictionary.

1. Use the spelling dictionary to proofread YOUR COPY on the screen for spelling errors.

2. Correct the first error (diseast) from the keyboard.

3. Save the word "implicates" in the spelling dictionary.

4. Look up "leaner" in the correcting dictionary and add it to the correcting dictionary.

5. Exit the spelling dictionary.

6. Type the Sample Text below on line 13 of the screen. Use the correcting dictionary to look up the correct spelling of the words "technicel" and "metaphore."

Sample Text

```
Today, man knows the heart as a technicel masterpiece - and timeless
metaphore.  From it springs life bound to the virtues of honor, love
and courage.
```

7. SAVE the document on the screen.

This is the end of Disk Instruction 7.3.

You have now completed System Guide 7. To begin the next module, locate System Guide 8.